

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 10/17/2016	B. APPOINTMENT EFFECTIVE DATE
C. CURRENT POSITION NUMBER 695-440-1393-004	D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)
E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION Statewide Technology Procurement Division/Rancho Cordova	
F. CLASSIFICATION Data Processing Manager III	G. INCUMBENT NAME
H. SUPERVISOR NAME AND CLASSIFICATION Ben Flores, Data Processing Manager IV	I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) M-Fri, 8- 5 p.m./day	K. POSITION REQUIRES DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Statewide Technology Procurement Division's (STPD) Data Processing Manager IV (DPM IV), the Data Processing Manager III (DPM III) has responsibility for overseeing the development of innovative procurement approaches in accordance with Public Contract Code Sections 12100 and 12120 for the reportable Information Technology (IT) project procurements and telecommunication procurements to ensure that the state's investments in technology are cost effective, coordinated and achieves California's strategic objectives. The DPM III also oversees all administrative aspects of the STPD. The DPM III acts independently and supervises a professional staff in completing the objectives in accordance with policy, standards, and procedures.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>
<p>% of time performing duties</p> <p>50%</p>	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Responsible for all administrative functions of the Division having either internal or external impact as follows:</p> <ul style="list-style-type: none"> Oversees the development of statewide policies for procurement of reportable IT projects and statewide telecommunications goods and services. Oversees the development of division processes/procedures for carrying out the specific tasks related to work activities within the unit, and the subsequent introduction and training of the process/procedures to staff. Oversees the development and/or modification of acquisition tools, techniques and methods to enhance and continuously improve the reportable IT project acquisition processes in alignment with the department's Project Approval Lifecycle (PAL) State/Gate concept. Oversees the construction and reporting of Division financial data including BCPs, budget reports, and workload reports. Responsible for all data collection, analysis and construction of reports such as LAO Reports, Annual Reports, Legislative Bill Analysis and Strategic Reports. Administration of the most complex and politically sensitive aspects and functions of Contract Award Protests of IT reportable project and telecommunication acquisitions, including evaluating merits for protests filed to make a preliminary determination of whether a protest should be determined frivolous. Coordinates with the Department's Legal Services Division in the processing of division public records requests and responses to solicitation protests and contract disputes.

- Responsible for all computer operations of division such as Fi\$Cal reporting and maintenance, SharePoint maintenance and service requests.
- Oversees division support staff, purchasing activities and facilities management.

Responsible for the completion of staff work on a variety of technical information technology and telecommunication procurement issues as follows:

20%

- Conducts all levels (size and complexity) and aspects of IT reportable procurements, and statewide telecommunication procurements
- Manages or negotiates changes to all levels (size and complexity) of IT reportable contracts and statewide telecommunication contracts
- Develops statewide policy related to the procurement of goods and services for IT reportable projects and telecommunication acquisitions
- Establishes Master Agreements and Statewide Commodity Contracts.

20%

Perform Day to day supervisory activities for the unit/branch?

- Develop plans to accomplish unit goals and objectives in accordance with organizational mission and strategic plan.
- Develop and update duty statements for unit employees as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary.
- Responsible for making informed and defensible administrative and personnel management decisions in accordance with department and state policies, personnel-related laws, rules, established California Department of Technology (CDT) administrative processes and procedures, and collective bargaining agreements.
- Ensure subordinate employees comply with all CDT policies, standard office operating procedures, and department and agency protocols.
- Encourage team building, facilitate cross training and promote continuous improvement. Use motivation techniques, provide training for employees, and create a positive climate for change.
- Foster methods of creative decision-making and problem solving and provide continuous feedback to employees.

5%

Functions as an Advisor to Department Executive staff:

- Serves as an advisor to Department Executive staff to provide guidance and direction regarding the Department's procurement of IT reportable projects and telecommunications goods and services.
- Effectively communicates relevant laws, rules and regulations to assist management in making operational decisions.
- Collaborates with Department Executive staff to determine business needs related to development of procurement procedures in the State Contracting Manual and State Information Management Manual.

5%

Ensures reportable IT projects and telecommunications procedures are appropriately aligned with Public Contract Code and Government Code criteria and requirements:

- Consults with Executive staff on reportable IT projects and telecommunication procurement issues.
- Reviews current and proposed procurement and procedural guidelines.
- Determines if proposed procedures are in alignment with statutory framework.

Work Environment Requirements

- The incumbent may be required to work outside of normal business hours, carry a mobile phone and travel to customer sites with the Sacramento area.
- The incumbent must be proficient in word, familiar with Excel and Visio software, and have a working knowledge of People Soft ERP and EProcure, as they will be used regularly.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The DPM III works with minimal supervision and receives general direction from the Data Processing Manager IV.

Actions and Consequences:

The incumbent is expected to independently interact with program supervisors, managers, and technical staff to effectively review and develop reportable IT project and telecommunication procurement procedures and bid templates. Failure to accurately develop reportable IT project and telecommunication procurement procedures could result in illegal procurements and failed contracts. This would severely impact the Department's ability to procure essential statewide IT reportable and telecommunications goods and services on behalf of state Agencies.

Personal Contacts:

The incumbent has regular contact with Department Executive staff.

Administrative and Supervisory Responsibilities Indicate "None" if this is a non-supervisory position.)

The incumbent must be conversant with departmental and state personnel policies and procedures and ensure that these are adhered to when dealing with staff. The incumbent must possess a detailed knowledge of the State's procurement process and a working understanding of the detailed aspects. The incumbent must be thoroughly familiar with IT/telecommunications projects and the principles of public administration and business and contract law, as well as legal issues peculiar to government and IT/telecommunications contracting.

Supervision Exercised:

The DPM III directly supervises one or more managers and indirectly supervises Professional Staff as well as the Divisions support staff.

Other Information

Desirable Qualifications: (List in order of importance.)

- Extensive experience in a state departments administrative facets including BCP development, HR functions, report writing, legislative analysis and internal administration
- A strong understanding of information technology reportable and telecommunication project procurement methodologies and fundamentals.
- Experience obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent. Proven track record of gaining the confidence and trust of individuals in key positions.
- Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of the Department of Technology with state, and Federal governmental agencies and the vendor community, as it relates to information technology reportable and telecommunications service procurements.
- Ability to establish priorities and complete multiple assignments to meet firm deadlines.
- Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as state and federal initiatives and programs.
- Must exercise a high degree of initiative, independence of action and originality.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE